

Hanging Sign Labor and Equipment Rules & Regulations

Important information

- All overhead hanging must be assembled, installed, and removed by Freeman.
- Overhead hanging signs are to be sent in separate containers directly to the advance warehouse using the Hanging Sign Labels. This container must arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign or advance pricing.
- All ceiling rigging must conform to show management rules and regulations, and facility limitations. Refer to show management Rules and Regulations for event specific height restrictions.
- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.
- Regarding sign placement, note that the ceiling structure and relation to the support beams may require your sign to be moved from your specified location.
- Set up instructions must be provided for signs needing assembly.
- All hardware (nuts and bolts) must be shouldered, forged, stamped, and rated for overhead lifting. Freeman will inspect and replace all non-compliant hardware. All additional hardware will be charged accordingly.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical service requirements must be ordered in advance from the electrical service provider.
- Hanging signs and/or overhead hanging components weighing 100 lbs. or less are hung by Freeman. Any rigged object including signage over 100lbs may require the use of an additional lifting device. Some venues may have a lower threshold. Please [contact us](#) for additional rules or restrictions that may apply.

Rigged structures

Freeman requires a stamped certification from a design professional (Civil or Structural Engineer) registered in the United States affirming structural integrity, calculations, and specifications for any custom-built suspended elements such as but not limited to signs, lightboxes, headers, video wall surrounds, and entry portals. For additional assistance regarding these requirements, please [contact us](#).

Tie-offs

Freeman reserves the right to request a stamped certification from a design professional (Civil or Structural Engineer) registered in the United States affirming structural integrity, calculations and specifications and/or a peer review from such registered design professional for attachment of any structure to provide additional support terminating to the venue (Ex. Tie-off of header, seismic lines, tie-off of video walls). If you anticipate needing this service, please [contact us](#) for review and pre-authorization.

Schedule and supervision

- Freeman will begin to assemble and hang the signs as soon as the hall is accessible as long as the order and the sign are received by the appropriate deadline dates.
- Scheduling is done on a first come, first serve basis. Requested dates and times cannot be guaranteed.
- Supervision for assembly and disassembly of overhead hanging signs can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Rates, equipment and materials

- Show site labor rates will apply to all hanging sign orders placed at show site.
- Rates for service are per lift and crew, per hour with an one hour minimum and thereafter in half hour increments.
- Lift with crew consists of equipment, operator and rigger.
- Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.
- Assembly and ground labor is an additional charge.
- Freeman components, such as cable, clamps, etc, must be used to hang a sign. These materials are an additional cost and will be charged at the time the service is completed.

